GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION

FY 2020 Sex Offender Compliance and Enforcement in Maryland (SOCM) Grant Program

Notice of Funding Availability
Application Guidance Kit

Online Submission Deadline: February 21, 2019 by 3:00 PM

Funded through:
State of Maryland

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY
Funding through this application is available to the twenty-four designated Maryland law enforcement agencies that are responsible for the registration and compliance enforcement of sexual offenders on the Maryland Sex Offender Registry.

IMPORTANT NOTES
Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention's online application process located at http://goccp.maryland.gov/grants/. Instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the System for Award Registration (SAM). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Sex Offender Compliance and Enforcement in Maryland (SOCM) Grant Program** from the **Governor's Office of Crime Control and Prevention.** The primary purpose of this program is to ensure compliance with Maryland law by persons who are required to register or re-register with the Maryland Sex Offender Registry.

If you need application assistance, please contact:

Angela Carpintieri, Program Manager
410-697-9297
Angela.Carpintieri@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager.

Governor's Office of Crime Control and Prevention Mission:
To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

The twenty-four designated Maryland law enforcement agencies that are responsible for the registration and compliance enforcement of sexual offenders in their jurisdiction on the Maryland Sex Offender Registry in Maryland are eligible to submit applications for SOCM funding. A list of designated law enforcement agencies may be found at https://www.dpscs.state.md.us/onlineservs/sor/local_law_enforcement_agencies.shtml.

Only one application may be submitted per agency/organization.

II. PROGRAM DESCRIPTION

A. Requiring Agency
Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title
Sex Offender Compliance and Enforcement in Maryland (SOCM)

C. Submission Date
February 21, 2019 by 3:00 PM

D. Anticipated Period of Performance
July 1, 2019 to June 30, 2020

E. Funding Opportunity Description
The primary purpose of the SOCM Grant Program is to ensure compliance with Maryland law by persons who are required to register or re-register with the Maryland Sex Offender Registry. GOCCP is making $728,916 in grant funds available to assist the twenty-four designated law enforcement agencies with sex offender registration, compliance verification, and enforcement. Funding is based on the number of offenders per jurisdiction, divided by the total funding available for the program. The eligible applicants within each jurisdiction can apply for the amount listed in the table below.

County	Registered Offenders provided by DPSCS	Eligible Funding Amounts
Allegany	162	$19,994
Anne Arundel	393	$48,504
Baltimore	757	$93,429
Baltimore City	1,399	$172,665
Calvert	110	$13,576
Caroline	58	$7,158
Carroll	130	$16,045
Cecil	167	$20,611
Charles	166	$20,487
Dorchester	83	$10,243
Frederick	206	$25,425
Garrett	57	$7,034

Harford	225	$27,770
Howard	104	$12,835
Kent	21	$2,591
Montgomery	412	$50,850
Prince George's	743	$91,702
Queen Anne's	37	$4,567
St.Mary's	112	$13,823
Somerset	56	$6,911
Talbot	32	$3,949
Washington	221	$27,276
Wicomico	182	$22,462
Worcester	73	$9,009
Total:	**5,906**	**$728,916**

ALL FUNDING IS CONTINGENT UPON GOCCP RECEIVING THE SPECIFIED GRANT FUNDS FROM THE STATE BUDGET PROCESS.

III.   PROGRAM REQUIREMENTS

Grantees will be required to develop, measure, and track their program's outputs and outcomes. Outputs and outcomes must be submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:
- Number of Tier I offenders mandated to register.
- Number of Tier I offenders registered.
- Number of Tier II offenders mandated to register.
- Number of Tier II offenders registered.
- Number of Tier III offenders mandated to register.
- Number of Tier III offenders registered.
- Number of Tier I offenders mandated to re-register.
- Number of Tier I offenders re-registered.
- Number of Tier II offenders mandated to re-register.
- Number of Tier II offenders re-registered.
- Number of Tier III offenders mandated to re-register.
- Number of Tier III offenders re-registered.
- Number of compliance verifications conducted to ensure that the information provided by the registrant at the time of registration is valid and current.
- Number of registrants verified as compliant.
- Number of registrants verified as non-compliant and/or absconding.
- Number of warrants obtained for non-compliance and/or absconding.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM,** or by going directly to the login screen using the URL: https://grants.goccp.maryland.gov.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: http://goccp.maryland.gov/grants/requesting-access/.

The last day to request a User ID is February 14, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Carpintieri at 410-697-9297 or by email at angela.carpintieri@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	February 14, 2019
Deadline to Submit an Online Application	February 21, 2019
Letters of Intent Emailed//Denial Letters Emailed	May 1, 2019
Award Documents	June 1, 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. GOCCP will also assess the merits of the proposed program in each of the required areas outlined in the Notice of Funding Availability Application Instructions located at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf):

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item)

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle
Commencement of awards funded under the SOCM Grant Program for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services
The following is a listing of services, activities, and costs that are eligible for support with the SOCM funding within a sub-recipient's organization:
- Personnel (to include overtime or clerical data entry positions to maintain the registry)
- Operating expenses
- Contractual services
- Travel
- Equipment
- Other items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis. OffenderWatch may be included in this category.

C. Unallowable Costs
The following services, activities, and costs cannot be supported with SOCM funding:
- Lobbying or administrative advocacy
- Maintenance agreements exceeding 12 months
- Contractual agreements that cannot be directly linked to the Sex Offender Compliance and Enforcement in Maryland grant
- Construction and renovation costs
- Equipment already funded in the agency's budget
- Vehicles
- Office rental/lease space
- Radar guns
- Standard issue police vehicle equipment
- Office furniture
- Televisions/VCRs/DVDs
- Administration desktop computers
- Uniforms
- Body Armor
- Weapons
- Ammunition
- Food/beverage for meetings, conferences, training, or other events

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Consultant Rates
The limit for consultant rates is $650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at: http://www.goccp.maryland.gov/grants/general-conditions.php.

A. **Electronic Funds Transfer (EFT)**
   GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. **Match**
   There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. **Supplanting, Transparency, and Accountability**
   Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

   A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

_____ Face Sheet
_____ Project Summary
_____ Narrative
    ___ Problem Statement/Needs Justification
    ___ Program Goals
    ___ Program Strategy
    ___ Program Measurement
    ___ Timeline
    ___ Spending Plan
    ___ Management Capabilities
    ___ Sustainability
_____ DUNS/SAM Registration
_____ Letters of Support/Commitment (if required)
_____ Budget and Budget Justification
    ___ Personnel
    ___ Operating Expenses
    ___ Travel
    ___ Contractual Services
    ___ Equipment
    ___ Other
_____ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis
Indirect Cost Rate (if applicable)
_____ Budget Prioritization
_____ Certified Assurances
_____ Certification Regarding Lobbying
_____ Audit Findings/Corrective Action Plan (if applicable)
_____ Single Audit Requirements (if applicable)
_____ Proof of 501 (c)(3) Status (if applicable)